

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0437940

Date Posted: 07/01/13

POSITION NO: 949059

Closing Date: 07/15/13

CLASS CODE: 3826

POSITION TITLE: Volunteer Services Coordinator

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 43 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Mon.-Fri.

Permanent: ☒

SALARY:

Hours: 8 AM - 5:00 PM

Temporary: ☐

Duration: \$ 26,956.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs tasks of moderate difficulty in planning, coordinating, collaborating, organizing, and implementing an aging related benefits and counseling services for the older individuals. Develop policies, procedures, protocols, and guidelines for benefits and counseling service delivery. Conducts informational research to identify potential resources to improve & expand services. Develops and monitors budgets in compliance with Navajo Nation laws, rules regulation, & guidance. Provide public relations for the program and is the liaison to organization external to the program. Disseminates benefit and counseling information at chapter meetings, senior centers, and other public meetings. Recruit volunteers to provide and counseling service at the local, county, state & national level. Develops training materials and application to access services. Develops & disseminates monthly, quarterly an annual repots as required. Maintains and monitors fiscal activates of the program. Resolves internal and external grievance using proper and equitable procedures. Promotes recognition & appreciation of volunteers on an annual basis.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Counseling, Health, Human Services, Social Science or related field; and

Experience:

Two (2) years experience in planning or coordinating a volunteer service program; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties..

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Knowledge of the State and Federal Medicaid and Medicare programs, State Health Insurance Programs, Center for Medicare and Medicaid Services and other appropriate tribal, state, federal regulations, required. Strong writing and presentation skills, knowledge of date collection and data analysis.

License/Certification Requirements:

Valid State Driver's License, ***preferred***. Ability to obtain a NN Vehicle Operator's Permit within the 90 day introductory period, ***preferred***. ***Position requires Background Check and Suitability Assessment prior to employment.***

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99